

Enter an EFT Transaction for an Invoice from a Customer Record

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If a customer has one or more credit cards or bank accounts on file, you may enter an EFT payment from the customer record. There are two methods of how to begin the entry of the EFT for an invoice; these are described as options A and B below.

Option A

Open the Customer record, and in the Active pane under the Open Invoices area, highlight the invoice for which you want to enter the EFT payment, right-click and select the Make EFT Payment option.

The screenshot shows a software window titled "105 Ashley, Victoria ** Legal **". The interface is divided into several panes. On the left is a navigation tree with categories like "Customer Information", "Payment Options", "Bill To", "Sites", "Inactivity Ledger", "Aging", "Collections", "Contacts", "Credit Memos", "Credit Auto", "Credit Requests", "Deferred Income (Unpost)", "Documents", "EFT History", "Events History", "Inner Office Message", "Invoices", "Jobs", "Journal Detail", "Journal Summary", "Notes", "Payments", "Prospects", "Recurring", "Recurring History", "Refunds", "Sedona Event Log", "Service", and "Systems". The main area displays customer information for Ashley, Victoria, including address (2265 Towner, Luna Pier, MI 48157), phone numbers, and email (carolynj@boldgroup.moc). A summary of financial data is shown on the right, including Balance Due (\$7,839.61), Last Statement Date (6/14/2018), Last Late Fee (\$634.32), Total Active RMR (\$450.09), and Total Active RAR (\$5,401.08). Below this is a table of "Bill Contacts" and "Open Invoices". The "Open Invoices" table has columns for Invoice #, Site Name, Description, Date, Amount, Net Due, and Late Fee. Invoice #626661 is highlighted, and a context menu is open over it, with "Make EFT Payment" circled in red. Other menu options include "New Invoice", "Edit Invoice", "Export Invoice Detail", "Create Credit Request", "Create Cycle Invoice Now...", and "Refresh".

Invoice #	Site Name	Description	Date	Amount	Net Due	Late Fee
*234775	Ashley, Victoria	Site Survey	12/16/2014	Pending		
559310	Ashley, Victoria	Service Call	7/18/2019	\$404.10	\$404.10	\$0.00
591203	Ashley, Victoria	Credit on Account	1/1/2020	\$780.63	\$780.63	\$0.00
591204	Victoria Rose Flower Shoppe	Credit on Account	1/1/2020	\$436.14	\$436.14	\$0.00
602736	Ashley, Victoria	FC	1/14/2020	\$13.12	\$13.12	\$0.00
610506	Ashley, Victoria	Recurring	3/1/2020	\$540.29	\$540.29	\$0.00
610507	Victoria Rose Flower Shoppe	Recurring	3/1/2020	77	77	\$0.00
623097	Victoria Rose Flower Shoppe	Service Call	2/14/2020	07	07	\$0.00
626661	Ashley, Victoria	Recurring	8/1/2020	00	00	\$0.00
(P) 627192	Ashley, Victoria	Inspection	2/1/2020	34	34	\$0.00
(P) 627193	Victoria Rose Flower Shoppe	Inspection	2/1/2020	64	64	\$0.00
Other Cust Inv.	\$429.00					
559311	Victoria Rose Flower Shoppe	Service Call	7/18/2020	00	00	\$0.00

Option B

Open the Customer record, and in the Active pane under the Open Invoices area, double-click on the invoice for which you want to enter the EFT payment.

Once the invoice opens, click the EFT button located at the lower right of the invoice form.

*** Accounting Period Closed - Accounting Data Locked ***

Customer ID: 105 Category: Monitoring A/R Account: 110110 Tag Group: New Jersey

Invoice # 626661 8/1/2020 - 8/31/2020

Ashley, Victoria
2265 Towner
Luna Pier, 48157

Site Address: Ashley, Victoria
1022 Wayne Road
Salem, MI 48175

Invoice Date: 8/1/2020 Aging Date: 8/1/2020

Branch: MI P.O. Number: []

Warehouse: [] Term: Due On Receipt

Invoice Type: Cycle Bill

Salesperson: N/A

Items \$40.00

Item	Site	Exempt	Months	Rate	Amount	Memo
086	MONTRÉAL, QC	<input type="checkbox"/>	1	40.00	40.00	

Description: Recurring

Contract: []

Memo: []

Sub Total: 40.00
Tax: 0.00
Total: 40.00
Balance Due: 40.00

Complete
 Add to Print Queue Last Printed: 8/26/2020
 Add to Email Queue

Invoice List **EFT** Save Close

1. The New Transaction form opens.

- (A) From the drop-down list, select either a bank account or credit card to be used for the transaction.
- (B) The Description field defaults to "Invoice" followed by the invoice number the customer is paying. This information appears on the customer's bank or credit card statement. You can change the description if desired.
- (C) The Process date defaults to today's date. If the customer is post-dating this transaction, you can enter a future date into this field.

Note: If the customer wants to pay more than one invoice, select the checkbox to the left of each invoice to be paid. You may want to modify the description field to indicate multiple invoices are being paid.

You can select either the Submit Now or Save button.

- (D) When clicking the **Submit Now** button, this transaction is automatically sent to Forte for funding. If this is a credit card transaction and the customer has available funds on their line of credit to cover this payment, the transaction is saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction is declined and saved to the Rejected tab.
- (E) Clicking the **Save** button adds this transaction to the Ready tab of the EFT Processing grid to be submitted later.

Note: The amount field cannot be modified. If the customer wants to make a partial payment for an invoice, you need to set up the EFT as unapplied cash. Please refer to this the article [Enter an EFT Transaction for Unapplied Cash](#) for more information.

New Transaction - SedonaSecurity - Forte

Ashley, Victoria
2265 Towner
Luna Pier, 48157

Ashley, Victoria
 ****4444
 06/26

Invoice
 Advance Deposit
 Unapplied Cash
 Miscellaneous Income

Bank: [A]
 Credit Card: MAST
 Description: Invoice 626661 [B]
 Amount: 40.00
 Process Date: 03/04/2021 [C]

Submitted	Description	Type	Amount	Method	Status
	Cycle Invoice	Invoice 627193	\$2,005.64	MAST 4444	READY
	Cycle Invoice	Invoice 627192	\$2,735.34	MAST 4444	READY
9/14/2020	Invoice 538076	Invoice 602735	\$2,561.08	MAST 4444	APPROVED

<input checked="" type="checkbox"/>	Invoice Number	Date	Description	Amount	Net Due
<input type="checkbox"/>	591203	01/01/2020	Credit on Account	\$780.63	\$780.63
<input type="checkbox"/>	591204	01/01/2020	Credit on Account	\$436.14	\$436.14
<input type="checkbox"/>	602736	01/14/2020	FC	\$13.12	\$13.12
<input type="checkbox"/>	610506	03/01/2020	Recurring	\$549.29	\$549.29
<input type="checkbox"/>	610507	03/01/2020	Recurring	\$290.77	\$290.77
<input type="checkbox"/>	623097	02/14/2020	Service Call	\$626.07	\$626.07
<input checked="" type="checkbox"/>	626661 [D]	08/01/2020 [E]	Recurring	\$40.00	\$40.00